

MINUTES OF THE
PERSONNEL COMMITTEE
MONDAY, MARCH 19, 2007

At a meeting of the **Personnel Committee**, held Monday, March 19, 2007, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Camphous-Peterson-Chair, Brdak, Brown, Bruley, Crouchman, DeSaele, DiMaria, Doherty, Drolet, Duzyj, D. Flynn, J. Flynn, Gielegghem, Lund, Mijac, Rengert, Roberts, Rocca, Sauger, Slinde, Switalski, Szczepanski, Tocco, Torrice and Vosburg.

Absent and excused was Haggerty.

There being a quorum of the committee present, Chair Camphous-Peterson called the meeting to order at 9:02 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Duzyj, supported by Slinde, to adopt the agenda, as presented.
The Motion Carried.

MINUTES

MOTION

A motion was made by Szczepanski, supported by Rengert, to approve the February 14, 2007 minutes of this committee, as written. **The Motion Carried.**

RECOGNIZE RECENT RETIREES

The following individual was present:

Edward Clore, Jr.	27 years 8 months
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The following individuals were unable to be present:

Glenn Serafini	28 years 8.8 months
Thomas Soldan	26 years 6.3 months
Joseph Steenland	12 years 3.2 months
Rodney Walther	25 years 5.6 months

VACANCY RECONFIRMATIONS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY RENGERT, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECONFIRMATION OF THE FOLLOWING VACANCIES:

TWO CASE MANAGER II	COMMUNITY MENTAL HEALTH
ONE REGISTERED NURSE	COMMUNITY MENTAL HEALTH
ONE ELECTRICIAN FOREMAN	FACILITIES & OPERATIONS
ONE MAINTENANCE SUPERVISOR	FACILITIES & OPERATIONS
ONE MORGUE ATTENDANT	HEALTH
ONE HUMAN RESOURCES COORDINATOR/SPECIALIST	HUMAN RESOURCES
ONE SUPERVISOR	MACOMB/ST. CLAIR EMPLOYMENT & TRAINING AGENCY (MICHIGAN WORKS)
ONE SENIOR PLANNER	PLANNING & ECONOMIC DEVELOPMENT

THE MOTION CARRIED.

RECLASSIFICATION OF BOARD SUPPORT CLERK TO SENIOR SECRETARY TO THE BOARD OF COMMISSIONERS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY RENGERT, SUPPORTED BY SLINDE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF BOARD SUPPORT CLERK POSITION TO SENIOR SECRETARY TO THE BOARD OF COMMISSIONERS.

Discussion took place regarding previous actions taken for clerical positions in the Board Office.

Commissioner Doherty requested a copy of the job descriptions.

Commissioner DeSaele requested backup information on when the second support staff position in the Board Chair's office was approved.

Commissioner Doherty felt a policy needs to be developed to determine what authority the Board Chair or a department head has regarding staff. She requested an update on the clerical position that was assigned to the Senior Citizen Services Department.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

VOTING YES WERE BRDAK, BROWN, BRULEY, CROUCHMAN, DeSAELE, DROLET, D. FLYNN, J. FLYNN, GIELEGHEM, LUND, MIJAC, RENGERT, ROBERTS, ROCCA, SAUGER, SLINDE, SWITALSKI, SZCZEPANSKI, TOCCO, TORRICE, VOSBURG, DUZYJ AND CAMPHOUS-PETERSON. THERE WERE 23 "YES" VOTES.

VOTING NO WAS DOHERTY. THERE WAS 1 "NO" VOTE.

THE MOTION CARRIED.

RECLASSIFICATION OF ONE ACCOUNT CLERK III POSITION TO ACCOUNT CLERK IV IN COUNTY CLERK/REGISTER OF DEEDS REMONUMENTATION PROGRAM

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY MIJAC, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF ONE ACCOUNT CLERK III POSITION TO ACCOUNT CLERK IV IN THE COUNTY CLERK/REGISTER OF DEEDS REMONUMENTATION PROGRAM. **THE MOTION CARRIED.**

SALARY RANGE ADJUSTMENT FOR CLASSIFICATION OF INTERSTATE INVESTIGATOR AT FRIEND OF THE COURT

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY RENGERT, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE SALARY RANGE ADJUSTMENT FOR THE CLASSIFICATION OF INTERSTATE INVESTIGATOR AT THE FRIEND OF THE COURT. **THE MOTION CARRIED.**

APPROVAL OF 20 SUMMER PROGRAM POSITIONS FOR 2007

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SAUGER, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE 20 SUMMER PROGRAM POSITIONS FOR 2007.

Commissioner Mijac felt these positions should not be filled by relatives or friends of employees and hoped that would be taken into consideration by the Human Resources Department.

Commissioner Switalski asked if a list of the applicants will be brought back to this committee. Mr. Herppich said departments will be asked to submit a request on the number of positions needed and a justification for those. He said he intends to bring back a recommendation on how the 20 positions will be allocated amongst the departments making a request. Commissioner Switalski requested that the list of applicants be provided before the positions are filled.

Commissioner Brdak asked to be excused at 9:45 a.m. for a funeral.

Commissioner Vosburg said she was in support of this, but requested that future budget discussion include that funding for these positions would come from the departments' budget.

Commissioner Gieleghem felt the Human Resources Department needs to develop a process that the Board will be comfortable with and bring that back to committee before the positions are filled. He said that will allow Commissioners to be aware of the departments' needs and the number of positions that will be filled.

Commissioner Duzyj requested a list of the departments who submit a request and a list of applicants, as well as a list of last year's participants and the departments they were assigned to.

Discussion took place regarding the advertising of this program.

AMENDMENT

A MOTION WAS MADE BY DROLET, SUPPORTED BY BROWN, TO REQUIRE THAT THE COUNTY PLACE ADVERTISEMENTS SOLICITING APPLICANTS IN GENERAL CIRCULATION MEDIA, NOT TO EXCEED A COST OF \$250, WHICH SHALL BE DERIVED FROM THE \$50,000 ALLOCATED BY THIS RESOLUTION.

Mr. Herppich felt that students are more likely to go to the internet than print media and ads are very expensive. He said sending directed advertisements to schools for posting on their placement boards and putting this on the County's website will be effective, based on last year's participation.

Commissioner Drolet withdrew his amendment due to the intent of the Human Resources Department to broaden the advertisement to the greatest extent possible.

AMENDMENT

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY GIELEGHEM, TO DIRECT THE HUMAN RESOURCES DEPARTMENT TO SURVEY ALL COUNTY DEPARTMENTS AND PRESENT A PROPOSAL TO THE PERSONNEL COMMITTEE AT THE APRIL MEETING TO INCORPORATE SUMMER INTERNS INTO DEPARTMENTAL BUDGETS, NOT TO EXCEED A TOTAL OF \$50,000. **THE MOTION CARRIED.**

A ROLL CALL VOTE WAS TAKEN ON THE MOTION, AS AMENDED, AS FOLLOWS:

VOTING YES WERE CROUCHMAN, DeSAELE, DOHERTY, DROLET, D. FLYNN, J. FLYNN, GIELEGHEM, LUND, RENGERT, ROBERTS, SAUGER, SLINDE, SWITALSKI, SZCZEPANSKI, TOCCO, TORRICE, VOSBURG, DUZYJ AND CAMPHOUS-PETERSON. THERE WERE 19 "YES" VOTES.

VOTING NO WERE BROWN, BRULEY, DiMARIA, MIJAC AND ROCCA. THERE WERE 5 "NO" VOTES.

THE MOTION CARRIED.

Commissioner Doherty asked to address agenda item #13 at this time. There were no objections.

ADDITION OF ONE DEPUTY SHERIFF POSITION TO SHERIFF OFFICE BUDGET TO BE ASSIGNED TO PROBATE COURT-MENTAL DIVISION AND ELIMINATION OF ONE COURT OFFICER/CONVEYOR/PROCESS SERVER POSITION IN PROBATE COURT

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE ADDITION OF ONE DEPUTY SHERIFF POSITION TO THE SHERIFF OFFICE BUDGET TO BE ASSIGNED TO THE PROBATE COURT – MENTAL DIVISION; ELIMINATE ONE COURT OFFICER/CONVEYOR/PROCESS SERVER POSITION IN THE PROBATE COURT.

Questions were asked of Judge O'Sullivan.

Commissioner Doherty said she will support this, but will be talking with the Sheriff regarding alternatives that will provide an increased level of security, but be more fiscally responsible.

Commissioner Bruley felt a review of all courts is needed by the proper committee to make sure they have the appropriate positions.

Chair Camphous-Peterson called for a vote on the motion and **THE MOTION CARRIED WITH DROLET VOTING "NO."**

SALARY ADJUSTMENT FOR PUBLIC AFFAIRS SPECIALIST

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY BROWN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A SALARY ADJUSTMENT FOR THE PUBLIC AFFAIRS SPECIALIST POSITION IN THE OFFICE OF PUBLIC AFFAIRS; FURTHER, TO ELIMINATE THE POSITION OF DIRECTOR OF

**PUBLIC AFFAIRS TO PAY FOR THE PROPOSED INCREASE FOR THIS POSITION
AND OTHER CHANGES MADE IN THE BOARD OF COMMISSIONERS OFFICE.**

Commissioner Mijac asked if this is germane to the agenda item and whether it violates the five-day rule. Mr. Brumbaugh stated that the motion is germane to the subject, but that because it is a major issue and was not part of the agenda item, Commissioners might want to apply the five-day rule. He noted that it could be added on with a two-thirds vote.

Chair Camphous-Peterson ruled the motion in order.

MOTION

A motion was made by Lund, supported by Drolet, to challenge the Chair.

Commissioner Lund stated that the five-day rule is to give Commissioners time to review an issue.

Chair Camphous-Peterson said she allowed the motion because she thought she had the authority to make that decision, but suggested that a vote be taken to add this to the agenda.

Mr. Brumbaugh stated that a “yes” vote is to sustain the Chair’s ruling and allow Commissioner Szczepanski’s motion and a “no” vote would be to agree with Commissioner Lund’s challenge.

A roll call vote was taken as follows:

Voting Yes were Brown, Crouchman, DeSaele, J. Flynn, Sauger, Slinde, Szczepanski and Camphous-Peterson. There were 8 “Yes” votes.

Voting No were Bruley, DiMaria, Doherty, Drolet, D. Flynn, Gielegthem, Lund, Mijac, Rengert, Roberts, Rocca, Switalski, Tocco, Torrice, Vosburg and Duzyj. There were 16 “No” votes.

The Motion was Defeated.

COMMITTEE RECOMMENDATION – MOTION

**A MOTION WAS MADE BY DUZYJ, SUPPORTED BY MIJAC, TO RECOMMEND THAT
THE BOARD OF COMMISSIONERS APPROVE A SALARY ADJUSTMENT FOR THE
PUBLIC AFFAIRS SPECIALIST POSITION IN THE OFFICE OF PUBLIC AFFAIRS.**

Commissioner Szczepanski asked that the elimination of the Director position be addressed at the next meeting.

Commissioner Drolet felt this motion is tied in with Commissioner Szczepanski’s issue and suggested postponing it.

MOTION

A motion was made by DeSaele, supported by Flynn, to postpone this issue for one month. **The Motion Carried.**

REFERRAL FROM 3-12-07 LAS COMMITTEE MEETING: PARTIAL REORGANIZATION PLAN FOR INFORMATION TECHNOLOGY DEPT.

Commissioner Doherty said she previously requested job descriptions and market data, especially for the Security Administrator position, but that has not been provided.

Mr. Herppich said the job descriptions will not be developed until after the positions are approved, but he will provide the market data information in writing for the Full Board meeting.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY LUND, SUPPORTED BY VOSBURG, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE INFORMATION TECHNOLOGY DEPARTMENT'S PARTIAL REORGANIZATION PLAN, AS OUTLINED IN CORRESPONDENCE FROM THE IT DIRECTOR.

Commissioner Doherty expressed her concern with one employee receiving a large salary increase. She requested a roll call vote.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

VOTING YES WERE BRULEY, CROUCHMAN, DeSAELE, DiMARIA, DROLET, D. FLYNN, J. FLYNN, GIELEGHEM, LUND, MIJAC, RENGERT, ROBERTS, ROCCA, SAUGER, SLINDE, SWITALSKI, TOCCO, TORRICE, VOSBURG AND CAMPHOUS-PETERSON. THERE WERE 20 "YES" VOTES.

VOTING NO WERE DOHERTY AND DUZYJ. THERE WERE 2 "NO" VOTES.

THE MOTION CARRIED.

INFORMATION UPDATE AND PROPOSAL FROM MARTHA T. BERRY

MOTION

A motion was made by J. Flynn, supported by Sauger, to receive and file the Martha T. Berry Medical Care Facility Information Update and Proposal.

Mr. Facione, Social Services Board member, and Ms. Savalle-Dunn, Martha T. Berry Administrator, provided an overview, which included their mission and goals, 2007 budget and subsidy target and their proposal for achieving that target, 2008 subsidy target and general and statistical information.

After discussion, Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

AUTHORIZE BOARD CHAIR TO SIGN STATEMENT OF SUPPORT AS REQUESTED BY MICHIGAN COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DiMARIA, SUPPORTED BY SLINDE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS CONCUR IN THE REQUEST OF THE MICHIGAN COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE AND AUTHORIZE THE BOARD CHAIR, ON BEHALF OF THE COUNTY, TO SIGN A STATEMENT OF SUPPORT. **THE MOTION CARRIED.**

EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS

MOTION

A motion was made by Duzyj, supported by Crouchman, to enter into Executive Session for the purpose of discussing labor negotiations. **The Motion Carried.**

In accordance with the motion, committee entered Executive Session at 12:12 p.m., with it concluding at 1:35 p.m.

NEW BUSINESS

Commissioner Doherty requested a report summarizing the changes that occurred today regarding salaries, what the negatives and positives are to the Contingency Account, including fringe benefits.

MOTION

A motion was made by Bruley, supported by Lund, to suspend the rules to allow a motion to be made regarding the Human Resources Coordinator position in the Human Resources Department.

A roll call vote was taken as follows:

Voting Yes were Bruley, Doherty, Drolet, D. Flynn, J. Flynn, Gielegthem, Lund, Rengert, Roberts, Rocca, Slinde, Switalski, Tocco, Torrice and Camphous-Peterson. There were 15 “Yes” votes.

The Motion Carried.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY BRULEY, SUPPORTED BY SWITALSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS WAIVE THE 10 WEEK HIRING DELAY POLICY AND AUTHORIZE THE HUMAN RESOURCES DEPARTMENT TO IMMEDIATELY BEGIN THE HIRING PROCESS FOR THE HUMAN RESOURCES COORDINATOR/SPECIALIST POSITION IN THE HUMAN RESOURCES DEPARTMENT. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Torrice, supported by Roberts, to adjourn the meeting at 1:39 p.m. **The Motion Carried.**

Corinne Bedard
Committee Reporter